

This job aid provides detailed information related to the three primary NC OpenBook fields within the NC E-Procurement system: Federal Award Number, Grant ID, and Bid Number. The functionality outlined below is specific to the State Ports Authority and the Office of the Governor.

Federal Award Number

Users may add a Federal Award Number to their transactions using the **'Federal Award Number'** pick-list. The pick-list provides users with all **ARRA** and **Non-ARRA** Federal Award Numbers scoped to their agency.

2

Add Non-Catalog Item

eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: Quantity:
Unit of Measure:
*Commodity Code: Price:
*Supplier: Tax Rate:
Location: Tax Amount:
Bid Number: Other Costs:
Supplier Part #:
Amount:
Recycled Content? ☐ Yes ☒ No
Item Classification: ☒ Good ☐ Service
Contract:
Blanket Purchase? ☐ Yes ☒ No

Update Total

Accounting - by Line Item

Federal Award Number: ?
Government Grant ID: ?
Grant ID: ?

* Indicates required field

OK Cancel

The 'Federal Award Number' pick-list is available on the 'Add Non-Catalog Item' page, the 'Edit Line Item' page and the 'Edit Items' page.

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[How To](#)

Full Description:

*Commodity Code: (no value)

*Supplier: (No Preference)

Location: (no value) [select]

Bid Number: (no value)

Supplier Part #:

Recycled Content? ☐ Yes ☒ No

Item Classification: ☒ Good ☐ Service

Contract: No

Blanket Purchase? ☐ Yes ☒ No

Quantity:

Unit of Measure: each

Price: \$0.00USD

Tax Rate: Other

Tax Amount: \$0.00USD

Other Costs: \$0.00USD

Amount: \$0.00USD

Accounting - by Line Item

Federal Award Number: ? (no value)

Government Grant ID: ?

Grant ID: ?

(no value)

84.394-S394A090034 State Fiscal Stabilization Fund (SFSF) - Education State Grants, Recovery

14.257-S-09-DY-37-0001 Homelessness Prevention and Rapid Re-Housing Program (Recovery Act Funded)

10-JV-11221637-885 Prescribed Fire and Organic Soil Consumption

Other...

* Indicates required field

Select 'Other' to search for the appropriate Federal Award Number for the line item.

1. Select the dropdown arrow next to the **'Federal Award Number'** field.
2. If the appropriate Federal Award Number is not displayed as a recent selection, choose **'Other'** to view the full list of available Federal Award Numbers.

Choose Value for Federal Award Number: Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

Field: CFDA

CFDA
Federal Award Number
Award Title
Award Type
ARRA

CFDA	Federal Award Number	Award Title	Award Type	ARRA	
(no value)					<input type="button" value="Select"/>
	10-JV-11221637-065	Prescribed Fire and Organic Soil Consumption	Cooperative Agreement	No	<input type="button" value="Select"/>
	1234567	FAN no CFDA	Project Grant	No	<input type="button" value="Select"/>
10.001	2009-RC-55-0001	Sea Level Rise Risk Management Study	Project Grant	No	<input type="button" value="Select"/>
10.025	09-6100-0033-GR	New Foam Depopulation Technology	Project Grant	No	<input type="button" value="Select"/>
10.025	09-9137-1072-GR	NC Threat Reduction	Project Grant	No	<input type="button" value="Select"/>
10.025	09-6100-0047-CA	Advanced CAMET Training Series	Project Grant	No	<input type="button" value="Select"/>
10.025	10-9137-1072-GR	NC Threat Reduction	Project Grant	No	<input type="button" value="Select"/>

- The **'Choose Value for Federal Award Number'** page allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type, or ARRA indicator.

Note: The **'Choose Value for Federal Award Number'** page will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.

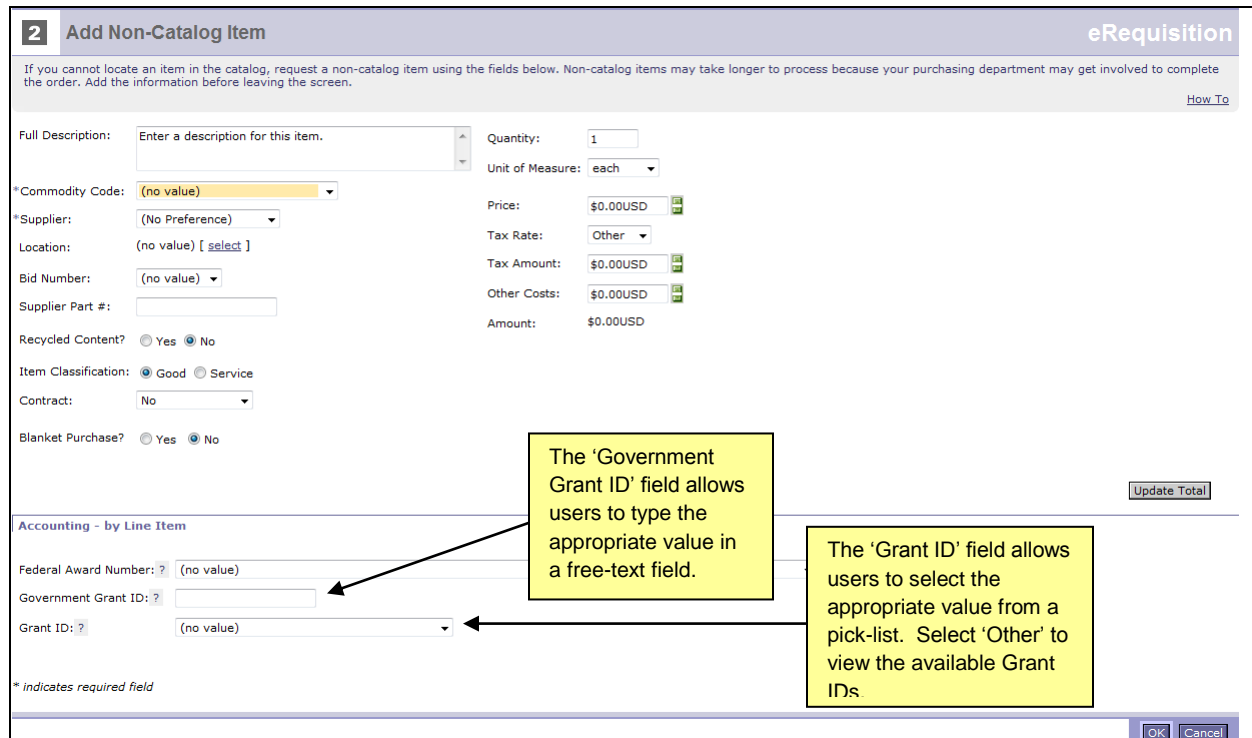
- To search by ARRA indicator, select **'ARRA'** from the search field dropdown box. Type the word **'yes'** to search for Federal Award Numbers tied to ARRA funds.
- To add a Federal Award Number to the line item, click the **'Select'** button next to the appropriate value.

Note: NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. A Non-ARRA Federal Award Number or an ARRA Federal Award Number established by 5PM will be available the next business day.

Note: The **'Federal Award Number'** field has been added to current system search functionality. Please reference the **System Searches** training course for specific information.

Grants

Two new fields have been added within the NC E-Procurement system to track of spend related to Grants: **'Government Grant ID'** and **'Grant ID'**. The **'Government Grant ID'** field allows users to track spend related to grants awarded to NC agency/local government organizations. The **'Grant ID'** field allows users to track spend related to Grants awarded to non-government organizations.



2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description: Quantity:
 Unit of Measure:
 *Commodity Code:
 Price:
 *Supplier:
 Tax Rate:
 Location:
 Tax Amount:
 Bid Number:
 Other Costs:
 Supplier Part #:
 Amount:
 Recycled Content? ☐ Yes ☒ No
 Item Classification: ☒ Good ☐ Service
 Contract:
 Blanket Purchase? ☐ Yes ☒ No

[Update Total](#)

Accounting - by Line Item

Federal Award Number: ?
 Government Grant ID: ?
 Grant ID: ?

* indicates required field

The 'Government Grant ID' field allows users to type the appropriate value in a free-text field.

The 'Grant ID' field allows users to select the appropriate value from a pick-list. Select 'Other' to view the available Grant IDs.

1. Enter a value in the **'Government Grant ID'** free-text field up to 15 characters long.

OR

2. Select the dropdown arrow from the **'Grant ID'** pick-list. If the appropriate Grant ID is not displayed as a recent selection, choose **'Other'** to view the full list of available Grant IDs.

Note: The **'Government Grant ID'** and **'Grant ID'** fields should not be populated simultaneously. Spend may only be related to one Grant Number; either **Grant ID** or **Government Grant ID**.

Choose Value for Grant ID Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

Field: Grant ID Search

Grant ID
Program Name
Grantee

Grant ID	Program Name	Grantee	
(no value)			Select
25119	AmeriCorps Project Conserve 2009	Carolina Mountain Land Conservancy	Select
25120	T. E. A. C. H Early Childhood Corps 2009	Child Care Services Association	Select
25126	Habitat AmeriCorps-North Carolina 2009	Habitat For Humanity International, Inc.	Select
25127	AmeriCorps and Children Together 2009	Stokes Partnership For Children	Select
25128	Project Power 2009	Children First Of Buncombe County, Inc.	Select
25129	Partnership to End Homelessness 2009	Servant Center, The	Select
28116	T. E. A. C. H Early Childhood Corps	Child Care Services Association	Select

Cancel

- The **'Choose Value for Grant ID'** page allows users to search for and select the appropriate Grant ID for the line item. The user can search by Grant ID, Program Name, or Grantee.
- To add a Grant ID to the line item, click the **'Select'** button next to the appropriate value.

Note: The **'Grant ID'** and **'Government Grant ID'** fields have been added to current system search functionality. Please reference the **System Searches** training course for specific information.

Bid Number

Items purchased from a catalog in the NC E-Procurement system are associated with a specific State Term Contract ID and Bid Number. When a catalog line item is added to a requisition, the **'Contract ID'** and **'Bid Number'** fields are automatically pre-populated with the appropriate values. Items purchased using Non-Catalog functionality contain pick-lists for both the Contract ID and Bid Number, allowing users to select the appropriate values for their transaction.

PRT100586: Untitled eRequisition
Items: 0 Total: \$0.00USD

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Full Description:

Quantity:
Unit of Measure:
Price:
Tax Rate:
Tax Amount:
Other Costs:
Amount:

*Commodity Code:
*Supplier:
Location:
Bid Number:
Supplier Part #:
Recycled Content?:
Item Classification:
Contract:
Blanket Purchase? ☐ Yes ☒ No

[Update Total](#)

Users can select the appropriate IPS or ITS Bid Number using the pick-list when adding non-catalog line items.

Note: The **'Bid Number'** field has been added to current system search functionality. Please reference the **System Searches** training course for specific information.